



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

*INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.*

### PART I: OVERVIEW

Department Office/Division/Program:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy L. Allen, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 49,275.00	Advantage CT / RQS #:	20230613*3659
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Joseph Drago Consulting (VC0000227856) Bath, Maine	
Brief Description of Goods/Services/Grant:		To assist the Maine Charter School Commission and staff in their administration, oversight and management efforts especially as related to financial performance and sustainability of existing and proposed charter schools and to recommend possible improvements in the Commission's work.	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Provider will work with Commission staff to conduct site visits, participate on review teams and assist in the writing of reports to complete monitoring and oversight tasks of the Maine Charter School Commission.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The determination was made based on the uniqueness of the Commission's authorized schools and Mr. Drago's diverse background with both charter schools and non-profit organizations. The Commission employs its staff/contractors to carry out duties of authorizing and oversight of state-wide charter schools.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Mr. Drago has worked closely with the Maine Charter School Commission (members and staff) as well as the public charter schools that the Commission oversees for several years now. Nationally, the number one reason for charter school closure is finances and with his unique financial experience with both non-profit organizations and charter schools he is an invaluable asset to the Commission. His hourly rate is negotiated annually and included in the Commission's budget.

4. Describe the plan for future competition for the goods or services.

Because of the uniqueness of the Commission and its work, we don't foresee future competition as a likely scenario.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>02C1A51C566144C...</small>		
Typed Name:	Lana Ewing, Executive Director	Date:	6/14/2023
Signature of DAFS Procurement Official:	DocuSigned by:  <small>249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	6/16/2023

**Certificate Of Completion**

Envelope Id: B0B9EF1CDDC04F0BB8CAFBBBD11376D35	Status: Completed
Subject: Complete with DocuSign: FY24 PJF Joseph Drago Consulting.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Amy Allen Amy.L.Allen@maine.gov
Envelopeld Stamping: Enabled	IP Address: 67.233.164.106
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Lana Ewing  
Lana.Ewing@maine.gov  
Executive Director, MCSC  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
*Lana Ewing*  
02C1A51C568144C...

Signature Adoption: Pre-selected Style  
Using IP Address: 76.38.148.127  
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Sent: 6/15/2023 8:41:55 AM  
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In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	6/15/2023 8:41:55 AM
Certified Delivered	Security Checked	6/15/2023 11:39:51 AM
Signing Complete	Security Checked	6/15/2023 11:40:06 AM
Completed	Security Checked	6/15/2023 11:40:06 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>